



State of Arizona
Department of Education

SCHOOL FINANCE MEMORANDUM 12-011

TO: School District Superintendents, Business Managers and County School Superintendents

FROM: Wendi Trudell, Interim Director of School Finance

DATE: August 15, 2011

SUBJECT: FY 2012 Cash Advance of State Aid

Per A.R.S. Section 15-973, Subsection C, school districts are eligible to receive an advance of basic state aid if sufficient appropriated funds are available and the school district can show that additional state monies are necessary for current expenses. Posted to ADE's web site at <http://www.ade.az.gov/schoolfinance/Forms/DistCashAdv/> is the FY 2012 Cash Flow Analysis form that must be completed and returned to the Arizona Department of Education to verify the school district's need of an advance payment of basic state aid. The completed form must be accompanied by a formal letter of request addressed to:

Mr. John Huppenthal
Superintendent of Public Instruction
Arizona Department of Education
Attention: Xin Liu
School Finance Unit, Bin 13
1535 West Jefferson Street
Phoenix, Arizona 85007

This request must include the following statement:

"Under the provisions of A.R.S. § 15-973, Subsection C, and by resolution of the Governing Board, _____ District requests an advance of state aid in the amount of \$_____ in order to alleviate the projected cash deficit as shown on the attached Cash Flow Analysis."

The clerk or president of the governing board must sign the request that includes the above statement. The request may include any other comments you wish to make to support the need for an advance payment.

Cash Advances must be approved by the Superintendent of Public Instruction, the State Treasurer and the Director of the Department of Administration prior to the release of payment. To allow for this approval process, the Cash Advance Request and the cash flow analysis must be received no later than the 15th of the month in order to be calculated and included in the next scheduled

payment. The last opportunity to receive a cash advance is in the March 1 apportionment payment. Therefore, final cash advance requests for the fiscal year must be received by February 15, 2012.

In addition to the processing directions outlined above, an electronic copy of your cash flow analysis must be sent to sfpaymentteam@azed.gov. Please include **“Cash Advance Request”** in the subject line. If you need additional information please contact Xin Liu at (602) 364-2262 or by email at xin.liu@azed.gov.